Stanislaus Regional Housing Authority
ALPINE | AMADOR | CALAVERAS | INYO | MARIPOSA
MONO | STANISLAUS | TUOLUMNE COUNTIES

Job Announcement for the Position of

Family Self Sufficiency Coordinator
$26.19 - $32.20 /hourly

THE AGENCY

Stanislaus Regional Housing Authority (Housing Authority), a public agency, corporate and politic, is committed to addressing the unmet housing needs of residents and communities in our county. The Housing Authority manages approximately 2371 units throughout the counties it serves under a variety of affordable housing programs including Public Housing, year-round farm labor housing, migrant housing and other affordable housing units.

The Housing Authority also administers the Housing Choice Voucher program in the following counties: Alpine, Amador, Calaveras, Inyo, Mariposa, Mono, Tuolumne and Stanislaus. The Authority is governed by a citizen's commission appointed by the Stanislaus County Board of Supervisors.

MISSION

The Housing Authority is committed to providing a high quality of service in carrying out its mission by:

- Being sensitive to our client's needs and treating them with dignity and respect.
- Utilizing the talents and skills of our staff.
- Fostering partnerships.
- Utilizing resources in the most efficient and effective manner.

HOUSING

- Provide decent, safe and affordable rental housing and home ownership opportunities.

ECONOMIC DEVELOPMENT

- Provide and promote service opportunities that encourage and support individuals and families toward achieving greater independence and self-sufficiency.

COMMUNITY DEVELOPMENT

- Provide opportunities for conserving and upgrading affordable housing stock, improving infrastructure, and stabilizing and creating desirable neighborhoods.

THE POSITION
Oversees the operations of the Family Self Sufficiency Program, the Family Unification Program, and implements activities as necessary.

SUPERVISION RECEIVED AND EXERCISED
Receives direct supervision from the Administrative Analyst, and general supervision from the Director of Housing Choice Voucher Program.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Family Self Sufficiency Coordinator essential duties and responsibilities include the following:

- Meets regularly with program participants and local providers and monitors program performance.
- Plans, organizes, develops and implements the activities of the Family Self Sufficiency Program and Family Unification Program, including program participant selection and orientation.
- Develops Self Sufficiency action plans with program participants and provides case management.
- Coordinates Section 8 housing assistance activities between Housing Authority staff and program participants.
- Acts as a liaison with local providers of Self Sufficiency services (such as job training, career counseling, child care, transportation, etc.) and facilitates meetings and provides outreach.
- Prepares oral and written reports for the Housing Authority and outside agencies such as HUD.
- Assists clients in setting up appointments, ensuring they schedule and follow through on program goals.
- Coordinates Family Self Sufficiency activities with Housing Authority employees.
- Serves as the Coordinator for Project REACH, a Housing Authority non-profit organization related directly to Family Self Sufficiency.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Conciliation and mediation techniques.
- Community resources and service programs.
- Prevailing social and economic issues of very low-income families and individuals.
- Case management techniques.

Ability to:

- Establish and maintain cooperative working relationships with individuals and groups.
- Communicate effectively, orally and in writing.
- Read, interpret, and implement regulations.
- Analyze facts and assist in resolving client issues as they arise.
- Organize and prioritize multiple tasks.
- Prepare and conduct presentations.

EDUCATION and EXPERIENCE

Bachelor of Arts (B.A.) degree from an accredited four-year college or university; or four (4) years' experience with a social service agency or the equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid California Driver's License.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit and use hands to finger, handle or feel. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to toxic or caustic chemicals and outside weather conditions. The noise level in the work environment is usually moderate.

APPLICATION AND SELECTION PROCESS:

To apply for this position applicants must complete and submit a Housing Authority Employment Application online at https://stanregionalha.org/business-services/employment/. **This position is open until filled and applications will be screened for minimum qualifications as they are received and testing and interviews will be scheduled.**

Applicants who are the most qualified and possess the knowledge, skills and abilities outlined in the job announcement will be invited to appear before an Oral Assessment Panel. The Oral Assessment Panel will complete its assessment and recommend the most qualified applicants to the Director of Rental Assistance Division who will interview the most qualified applicants. Final selection will be made by the CEO/ Executive Director. The successful candidate will be required to complete a physical examination including a drug screen test, paid for by the Housing Authority, certifying that
the applicant's physical condition is satisfactory for the requirements of the position (with or without reasonable accommodations for any disability as defined in the Americans with Disabilities Act).

OTHER

Applicants must be able to provide proof of U.S. citizenship, or if a legal immigrant, either lawful admission for permanent residency or authorization for appropriate work by the U.S. Immigration and Naturalization Service.

SALARY AND BENEFIT INFORMATION

Regular employees of the Authority enjoy the following benefits:

- Annual leave - new employees accrue 10 days per year.
- 15 paid holidays per year.
- Sick leave accrued at the rate of one (1) day per month.
- Insurance Coverage -The Authority currently contributes toward the medical, dental, vision and life insurance combined monthly premiums.
- Retirement-The Authority is a member of the Public Employees Retirement System (PERS). Employees hired after January 1, 2013, are subject to the Pension Reform Act, AB340.
- The Authority offers two voluntary Deferred Compensation Plans.
- The Authority participates in Social Security.
- The Authority offers a Section 125 (Flexible spending) plan.

- The Stanislaus Regional Housing Authority is an equal opportunity employer.

- Stanislaus Regional Housing Authority is also a qualified employer for the Public Service Loan Forgiveness (PSLF) program. The PSLF program forgives the remaining balance on your Direct Loans.

The Stanislaus Regional Housing Authority will provide equal employment opportunities to all qualified individuals, without regard to race, color, national origin, sex, religion, or disability. The Authority will make reasonable efforts in the employment process to accommodate applicants with disabilities. Individuals requesting reasonable accommodations must do so no later than three (3) working days after the time of invitation by the Authority to an examination. Applicants with special needs may call (209) 557-2000(voice) or (209) 557-2012.